

***This form is to be used when an employee volunteers to temporarily reduce their working hours (fraction) and the University will maintain the difference of employer and compulsory member superannuation contributions for:***

- ❖ *a minimum reduction of 10% from current fraction; and*
- ❖ *a maximum period to 31 December 2020*
- ❖ *At the conclusion of a variation, the employee will revert to their substantive hours.*
- ❖ *Refer to the [Voluntary variation scheme](#) webpage for further information.*

**EMPLOYEE'S DETAILS**

Employee's name: .....

Substantive position: .....

Work unit: ..... Campus/location: .....

Supervisor: .....

**VARIATION DETAILS**

Period of variation: Start date: ..... End date: .....

*Note: The maximum period of variation is to 31 December 2020.*

Current fraction: .....% Variation in hours - fraction to be worked: .....%

*Note: Superannuation will be maintained to the rate of current fraction which may not be your substantive fraction.*

Comments: .....

Indicate the daily hours to be worked:

Week 1 commencing ...../...../.....: Mon ..... Tues ..... Wed ..... Thurs ..... Fri .....

Week 2 commencing ...../...../.....: Mon ..... Tues ..... Wed ..... Thurs ..... Fri .....

**APPROVAL**

I approve the above temporary variation in hours. I have provided the employee with a copy of this variation and they have accepted the temporary change to their employment.

Head of Work Unit: ..... Date: .....

**EMPLOYEE'S ACKNOWLEDGMENT AND ACCEPTANCE**

I accept this variation on the terms specified above.

I understand by entering in to the Voluntary variation scheme the University will continue to maintain the difference of the employer and compulsory member superannuation contributions. All other conditions of employment will remain unaltered.

Employee's signature: ..... Date: .....

- HR SERVICES USE ONLY -			
Entered: .....	Date: .....	Checked: .....	Date: .....
Superannuation fund advised (if necessary): .....		Email to employee (TOIL/Flex): .....	
Payroll advised to maintain super conts: .....			